

City of Atlanta  
**Bureau of Buildings**

Checklist for Submission of plans for  
New One and Two Family Residences

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The City of Atlanta is enforcing the CABO 1 & 2 Family Dwelling Code 2000 Edition, as amended.

I. GENERAL REQUIREMENTS

- a. Two complete sets of construction plans (*plans must be on porous paper*)
- b. One additional tree removal/replacement plan
- c. Plans must be released for construction
- d. All plans must be accurate, legible, with dimensions and drawn to a standard scale.

II. SITE PLAN

- a. Must be sealed by a Georgia Registered Land Surveyor
- b. Must show location of house, driveway and all other proposed improvements to be constructed (fence, walls, patios, accessory buildings, pools, etc.
  - i. Indicate lot coverage\*
  - ii. Indicate floor area ratio\*\*
  - iii. Show parking
  - iv. Show dimensions of all setbacks (such as 7' from the property line to the house)
  - v. Finish floor elevation on footprint of house
  - vi. Indicate any existing easements and their dimensions
- c. Must show erosion and sedimentation control devices:
  - i. Silt fence
  - ii. Construction exit
  - iii. Provide an appropriate soil and erosion control plan showing all required best management practices.
  - iv. Show area of total site and disturbed acreage in acres.
- d. Grading Plan
  - i. Show existing and proposed ground contours
  - ii. List separately both cut and fill earth quantities in cubic yards
  - iii. Owner must fill out and sign Owner's Attestament form
- e. Sanitary Sewer Connection
  - i. Locate on site plan
  - ii. Show clean-out at property line
  - iii. Show location and size of existing City of Atlanta public sanitary sewer to be tied into on site plan.
- f. Tree Ordinance Compliance
  - i. On Site Plan provide existing tree inventory, (diameter at breast height and specie) four (4) foot protection fencing,

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- removals (including total inches removed) and replacement (2 ½ " caliper minimum shade trees)
- ii. If trees are removed, property must be posted with at least 15 days waiting period before plans can be approved. *Call City Arborist at 404-330-6874 for further information.*

III. CONSTRUCTION DETAILS

- a. Where independent electrical services are installed in one and two family dwellings, such installation must comply with the National Electrical Code.

Note: Two hour walls properly constructed in accordance with the Standard Building Code is deemed to establish separate buildings.

- b. Foundation Plan
- i. Footing and turndown slab
- c. Floor Plans
- i. Show width of stairs, height of riser/tread and handrails
- ii. Show thickness of walls
- iii. Show window and door sizes
- iv. Show room names (such as master bedroom, bathroom, closets, etc.)
- d. Roof Plan
- e. Elevations
- i. All four elevations for new dwellings (Necessary for average height calculation)
- ii. Show all openings and wall finish
- f. Structural Details
- i. Show a Typical Wall Section detail including foundation through roof.
- ii. Floor framing plans for each level: ceiling and roof framing plan
- iii. Show egress components-stair and ramp
- iv. Specify size and type of structural components
1. Girders, Beams, Headers, Joists and Rafters
2. Columns
3. Trusses

Note: If using pre-engineered building structural components, submit technical specification for verification of code compliance.

- v. Plan Reviewer may require additional structural detail.
- g. Manufactured Structures
- i. Georgia State Department of Community Affairs (404-656-3836) seal of approval is required.
- ii. Foundation plan and details
- iii. Follow applicable Construction Detail steps as previously described.
- h. Deck Detail\*\*\*
- i. Floor Plan

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- ii. Size and type of structural components: Girders; Beams; Columns/Posts
- iii. Column/Post foundation
- iv. Column/Post structural connections with footing and beam/girders
- v. Deck attachment detail to main structure
- vi. Exist stairs or ramps
- vii. Handrail/guardrail detail with attachment to floor
- i. Accessory Structures\*\*\* (detached garages; storage space; pool house, etc) Detail steps as previously described.
  - ii. Accessory structures may not exceed:
    - 1. 20 feet in height
    - 2. 30% of the total floor area of the main structure
    - 3. more than 1/3 of the rear yard
- j. Earth Supporting Structures
  - i. Retaining Wall(s) less than 10 feet in height may be approved utilizing designs from recognized engineering publications.
  - ii. Retaining Wall(s) greater than 10 feet in height must be designed by a Professional Engineer.

IV. **PERMIT FEES**

- a. Building Permit Fee is \$5.00 per \$1,000 of total cost of job (\$50.00 minimum)
- b. Impact Fees:
  - i. \$1,544 North
  - ii. \$1,380 South or West
  - iii. Redevelopment and/or Change of Use adjustments may apply.

*Note: Affordable House Exemptions available-Call Bureau of Housing at 404-330-6390 for further information. Empowerment Zone, Linkage Community and other exemptions are also available – Call Bureau of Planning at 404-330-6145 for eligibility.*

- c. A separate permit is required by licensed professional from:
  - i. Electrical\*\*\*(404-330-6180)
  - ii. Plumbing\*\*\*(404-330-6170)
  - iii. HVAC\*\*\*(404-330-6265)
- d. Sewer Tap Permits\*\*\*and “Pay as you Enter” fees (\$30.00)\*\*\*are issued by Public Works (404-330-6089)
- e. Water Tap Permits\*\*\*are issued by United Water (404-330-6080)

**Miscellaneous Information**

**\*Lot Coverage:** A percentage factor which, when multiplied by the total area of any lot with the R-1 through R-5 districts, established the total area of impervious surface which shall include the footprint of the main structure, driveways, turnarounds, parking spaces and all structures including patios, decks, tennis courts, swimming pools and similar structures. (Maximums R-1/25%, R-2&2A/35%, R-3/40%, R-3A/45%, R-4&4A/50%, R-4B/n/a, R-5/50%) *For more information contact Zoning Enforcement at 404-330-6175.*

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**\*\*Floor area ratio:** A number which, when multiplied by the total area of any lot within the R-1 through R-5 districts, establishes the total amount of gross heated floor space which may be built on that lot, excluding basement space, attic space (whether finished or unfinished), garage space and space contained within any accessory structure.  
[Maximums R-1/.25, R-2/.30, R-2A/.35, R-3A/.45, R-4/.50, R-4A&4B/n/a, R-5/See section 16-07.007(5)] *For more information contact Zoning Enforcement at 404-330-6175.*

**\*\*\*If applicable**

Source: City of Atlanta, Bureau of Buildings  
March 6, 2002

EROSION AND SEDIMENT CONTROL PLAN REVIEW REQUIREMENTS

For the Atlanta Metropolitan Area

**Site Plan:**

- \_\_\_\_\_ 1) **Vicinity Map** – Small map showing site relative to surrounding area.
- \_\_\_\_\_ 2) **Existing and Planned Contours.**
- \_\_\_\_\_ 3) **Adjacent Areas** – neighboring areas, such as streams, lakes, residential areas, etc., which might be affected should be indicated on plan.
- \_\_\_\_\_ 4) **Location of Erosion and Sediment Control Practices**, using uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6.

Practices may include, but not limited to:

- \_\_\_\_\_ a) Construction exit
- \_\_\_\_\_ b) Sediment barrier
- \_\_\_\_\_ c) Sediment basin
- \_\_\_\_\_ d) Grassed waterways (open swales)
- \_\_\_\_\_ e) Storm drain outlet protection
- \_\_\_\_\_ f) Storm drain inlet protection
- \_\_\_\_\_ g) Other: \_\_\_\_\_

**Narrative, Notes and Other Information**

- \_\_\_\_\_ 1) **Size of Total Site and Area to be Disturbed** in acres.
- \_\_\_\_\_ 2) **Silt Fence** shall meet the requirements of Section 171 – temporary silt fence, of the Department of Transportation, State of Georgia, Standard Specifications, 1983 Edition and be wire reinforced.
- \_\_\_\_\_ 3) **Maintenance Statement** – “Erosion control measures will be inspected at least weekly and after each rain, and repaired by general contractor.”

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- \_\_\_\_\_ 4)     **Statement** – “Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection.”
- \_\_\_\_\_ 5)     **Names, Address, and Phone Number** of developer.  
          **DATE:** \_\_\_\_\_  
          **LOG #** \_\_\_\_\_  
          **ADDRESS:** \_\_\_\_\_  
          **REVIEWED BY:** \_\_\_\_\_

**REQUIREMENTS / CHANGES NEEDED BEFORE PUBLIC WORKS SIGNOFF \***

1.   **Land Surveyor Seal**, registered in the State of Georgia, is required on site plans. Other professional seals may be required depending on the nature of work.
2.   **Grading Plan** – A drawing showing existing and proposed ground contours or elevations, indicating cut and/or fill operations. May include piling.
3.   **Dirt Statement** – Note on plans the gross cubic yards of cut and fill.
4.   **Erosion and Sedimentation Control Plan** – Locate on the plan the proposed sediment control devices required to completely protect the site. Refer to the attachment “Erosion and Sediment Control Plan Review requirements”. (See page 3)
5.   **Undisturbed Buffer** – Show the undisturbed buffer limit about all waters of the state. The buffer limits are 75 feet as measured from the top of the banks.
6.   **High Water Elevation** – Define the creek’s 100-year high water elevation and locate it on the site plan.
7.   **Sanitary Sewer Connection** – Show on the site plan the location of existing sanitary service connection or where the proposed connection shall be located. New connections will be obtained in the Public Services Division, Department of Public Works.
8.   **Show a Clean-Out** for the sanitary sewer connection just inside the property line. Refer to City of Atlanta “Detail Drawings”.
9.   **Fulton County Stamp** – The Fulton County Health Department must first approve the plans when properties are using septic tanks.
10.   **100 Year Flood Zone** – The 100 year flood contour must be delineated on any site plan involving the 100 year flood zone. No structures are permitted within 15 feet of the 100-year flood contour and less than two feet above the 100-year flood elevation.
11.   **100-Year Contour Line** – Locate on the site plan the 100-year flood contour line.
12.   **Floodway** – Locate the floodway on the Site Plan.
13.   **Building Over / Too Close to Sewer** – See Section 9-5155 Atlanta City Code.
14.   **Appurtenance Revision / Details** - All storm and sanitary sewer appurtenances must comply with the City of Atlanta Standard Details. Standard Details shall be show as a part of the plan.
15.   **Profiles** – Profiles are required for all proposed sanitary sewer 8” in diameter and larger, and all storm sewer which are 12” in diameter and larger.

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16. **Retaining Walls** – Show retaining wall detail drawing.
17. **Pay As You Enter Fee** – A fee for entering the City of Atlanta's sanitary sewer system is charged at a rate of \$10.00 per unit for each apartment and condominium, \$30.00 per lot in residential subdivision development, town-house, or other type of apartment units which may be defined and sold as individual units together with a lot or parcel of land; and sixty cents per linear foot of sanitary sewer for each commercial buildings, industrial project or other structure so connected.
18. **Other**

\*All plan revisions must be added to the original drawings and new prints must be submitted for approval.

This is an information work sheet only. Additional information may be required subject to further review by the Site Development Section, Department of Public Works.